California Department of Education
Child Development Division
Form CD 8604 (Revised June 2003)

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EQUIPMENT INVENTORY

AGENCY	SITE NAME				PROGRA	M TYPE	FUNDING SOURCE
ITEM DESCRIPTION 1	SERIAL NUMBER		COST	ACQUISITION DATE		SERVICE REMOVAL ²	
Example: Packard Bell desktop computer	12345678-9011		\$1200	12/26/1	1996	06/05/2003	Donated
I certify the information contained in this equipment inventory represents an Signature: Inventory completion date:							
complete and accurate disclosure of items purchased with CDE funds.							

¹ List each piece of equipment purchased, in whole or in part, with child care services funds provided by the California Department of Education.

² Enter date the item removed was from service and disposition. Equipment can be either donated to another CDE funded service provider or transferred to the California Dept. of General Services, Surplus Property/Reutilization. Contact your CDD Program Consultant to find out more about the property transfer option. In the event of an equipment sale to achieve disposal, any proceeds received shall be deposited in the respective fund account.